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REPORT TO *Reports Weekly*

RECORDS SERVICES DIVISION

Acting Management Officer, MIS

7 April 1954

Chief, Records Management Branch

Weekly Report - Week ending 7 April 1954

SUMMARY OF PROJECTS

Weekly Report - Week ending 31 March 1954 Projects in Process 19

This Week: Projects in Process 19

Added during week: 0
Completed during week: 0
Change 0

COMMENTS ON PROJECTS IN PROCESS

Project 4-76 - Records Management Survey, Medical Office

No action this week. Project is approximately 75% complete. This project should be completed by approximately 23 April. Now awaiting return of person in Medical Office to complete development of Vital Materials schedule.

Project 4-77 - Records Management Survey, Office of Scientific Intelligence

Special clearance has now been received for the analyst assigned to this project. Therefore, activity will be resumed immediately. Project is approximately 20% complete.

Project 4-78 - Records Management Survey, Office of General Counsel

Report on disposition and maintenance plans in process of preparation. Vital Materials, correspondence and forms phases should take a relatively short time to complete. Project is approximately 80% complete.

Project 4-79 - Records Management Survey, FBID

Installation of the filing system is continuing. Project is approximately 62% complete.

Project 4-80 - Agency-wide Microphotography Survey

No change from previous report. Project is approximately 5% complete.

Project 4-81 - Security Desk Trays

No change from previous report. Project is approximately 85% complete.

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Project 4-82 - Handbook for the Subject Classification and
Filing of Correspondence Records -

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All comments have been received, reconciled and discussed with the Chief, Regulations Control Staff. Final draft copy for submission to the Printing and Reproduction Division is being prepared in cooperation with the Regulations Control Staff. Project is approximately 97% complete.

Project 4-83 - Vital Materials Deposit Schedules for All Offices

Schedules for the Security Office and OIC were reviewed. As a result of the review with the Security Office, one file series was eliminated because it was determined that it was a partial duplication of contracts deposited by the Logistics Office.

As a result of a discussion with the Area Records Officer, Office of the Comptroller, arrangements were made to supply the Custodian of the Vital Materials Repository with an index to be used only in the event of an emergency, to the material now deposited by the Comptroller's Office. In the past, no such index has been available.

As a result of discussions with representatives of OCD, a determination will be made as to whether the Library copy of documents received by OCD is vital to the Agency in the event of an emergency.

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This project is approximately 69% complete.

Project 4-84 - Vital Materials Microfilm Projects

In addition to continuing the microfilming of records in OSI and OCD/BR, we began operations in the Personnel Office.

Project 4-85 - FI Information Reports

No change from previous report. Project is approximately 30% complete.

Project 4-86 - Forms Index

The review of and correction of errors in the first proof copy is complete. Project is approximately 45% complete.

Project 4-91 - Review of Records Management Program, Logistics
Office

Due to other assignments of the Area Records Officer for the

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Logistics Office, it has been difficult to efficiently use the time of our analyst. If this condition continues, another assignment will be developed for our analyst and the project discontinued until such time as the Area Records Officer can resume it on a full-time basis. Project is approximately 15% complete.

Project 4-92 - Acquisition of Certain Records from the Securities and Exchange Commission

The Archivist of the United States has approved our request for the transfer of these records. Arrangements are now being made for their physical transfer from the Federal Records Center to our Records Center. Project is approximately 75% complete.

Project 4-94 - Office of Comptroller Reports Management Program

25X1 [] the Comptroller's Office advised us that he would renew his efforts to obtain comments from the rest of the Comptroller's Office and submit them to us. Project is approximately 10% complete.

Project 4-95 - Forms Management Handbook

No change from previous report. Project is approximately 2 $\frac{1}{2}$ % complete.

Project 4-96 - Vital Materials Handbook

No change from previous report. Project is approximately 5% complete.

Project 4-97 - Records Disposition Handbook

No change from previous report. Project is approximately 25% complete.

Project 4-98 - Correspondence Handbook

Regulations Control Staff advises that they will submit comments received on this handbook to date. Reconciliation with the offices that submitted them will then begin. Project is approximately 62% complete.

Project 4-103 - Preparation of Final Type Copy by Forms Management Section

No change from previous report. Project is approximately 10% complete.

General Information:

1. Equipment for the Vital Materials Repository:

Map cabinets and punch card cabinets, which were badly needed in the

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Repository as reflected in our report of 17 March 1954, have now been received.

A current map index card file was also installed at the Repository.

2. Forms Management:

Practically all of the available time of personnel assigned to this function has been engaged in reviewing and designing 25 forms to be used in connection with accounting procedures at Class A field stations. This was an unusual work load. However, it is expected that it will be completed by the end of the week. As a result of this assignment, there has been little opportunity to work on any other projects.

3. Correspondence Management:

An Employee Suggestion concerning the use of a new product which eliminates carbon paper and another that suggested a special typewriter ribbon and correction fluid, were evaluated.

The merits of using Letterex on an Agency-wide basis, were reconsidered and it now appears that, as a result of the re-evaluation of the suggestion, it will be particularly beneficial on an Agency-wide basis.

Additional material to be used in connection with the promotion of the over-all Correspondence Management Program was developed.

4. Records Center:

Discussions were held with [] the Real Estate and Construction Division relative to plans and specifications for the new Records Center.

Considerable difficulty was experienced again in scheduling the movement of inactive records from office space to the Center.

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Report for Week Ending 7 April 1954 from
FORMS MANAGEMENT SECTION

✓ Project 4-85 - FI Information Reports

Preliminary study of National Cash Register carbonless paper indicates that sufficient copies cannot be produced in one typing to permit utilization on the scheduled FI IR test. No further action this week.

✓ Project 4-86 - Forms Index

Checking errors and duplications on the first proof copy continues. Completion of this phase of the project is expected this week.

✓ Project 4-95 - Forms Management Handbook

A revised Form 30-11, Request for Approval of Form has been developed and photostatic copies obtained for initial coordination. No further action.

Project 4-103 - Preparation of Final Type Copy by Forms Management Section

No action this week.

Training Material

Completed vue-graph and 35mm slides were received 1 April from the Printing and Reproduction Division. A very cursory review indicates slides are acceptable, however, actual showing on the projector will be required before material can be finally accepted and certified as satisfactory.

Study of Stocked Forms Supply System

No action this week.

☐ Information Reports

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25X1 Photostats of revised ☐ Information Report Form received from Printing & Reproduction Division and transmitted to ☐ for review and preparation of request and requisition for forms. Initial test of National Cash Register carbonless paper indicates it cannot be used in test of the ☐ Information Reports because sufficient copies cannot be produced in one writing.

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Employee Suggestion #799 - Multiple Copy Carbonless Form Paper

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[redacted] met with Mr. Marks, National Cash Register Company representative 31 March and discussed NCR paper in considerable detail. Additional information and sample copies for testing purposes will be required prior to any final decision being made. Because of technical difficulties this paper cannot be satisfactorily erased and retyped which appears to preclude its use for correspondence purposes.

Standardization of Forms and Procedures Class A, Finance Offices

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[redacted] met with [redacted] Technical Accounting Staff, Office of the Comptroller 2 April 1954, and discussed that offices priority requirements for review and approval of 25 new forms and a 43 page handbook. Most of our available man-hours have been spent in redesigning 23 of the 25 forms which have been completed at time of submission of report. Balance of immediate requirements on this project are expected to be completed this week. Additional efforts will be required in coordination with Printing and Reproduction Division/LO, and in securing preparation of final type copies and illustrations for the handbook.

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Summary of Individual Forms Actions

	No. of Requisitions	No. of Copies
New	3	14,400
Revised	6	18,000
Reprint	10	75,700
Overprint	1	300
Other Agency	4	1,800
Total	24	110,200

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Report for week ending 7 April 1954 from
REPORTS AND CORRESPONDENCE MANAGEMENT SECTION

✓ Project 4-98 - Correspondence Handbook

Arrangements were made with the Regulations Control Staff ~~for~~^{to} furnishing us with comments on the handbook they have received to date. We shall begin our review and reconciliation of these comments immediately.

✓ Project 4-94 - Office of the Comptroller Reports Management Program

No activity was undertaken pending receipt of comments on the proposed program guide. [] the Comptroller's Office stated he would renew efforts to obtain these comments.

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General Information:

a. Employee Suggestions:

1. No. 799, Agency Use of NCR (No Carbon Required) Paper - Discussed with the manufacturer's representative the possible use of this paper for correspondence. Submitted findings and recommendations to []

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2. No. 818, Agency-wide Use of Del-E-Tape Typewriter Ribbons and Correction Fluid - Discussed the use of these materials with two offices now using them successfully. Samples were obtained for a test by []

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b. Area Program Status Report:

Submitted the proposed questionnaire to [] for standardization and preparation of sketch for varitype-photo-offset reproduction.

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c. Agency-wide Use of Letterex:

Discussed with [] the basis for the Incentive Awards Committee's award for adopting the suggestion that Letterex be stocked for Agency-wide use. Drafted a reply to the Special Assistant to the Acting Deputy Director (Administration) stating the merits of using Letterex Agency-wide and recommending a revision to the proposed CIA Notice.

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d. Liaison With Office Equipment Suppliers:

Contacted representative of three leading suppliers of office supplies and made arrangements to receive literature on new developments designed to cut correspondence costs.

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e. Program Publicity:

25X1 Prepared copies of the "Proposed Reports Management Program Guide" for distribution to Area Records Officers, and submitted a proposed memorandum to [] for this purpose.

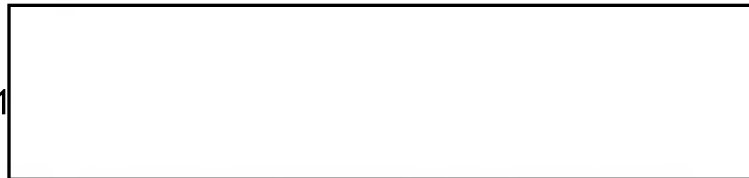
f. Program Promotion:

Developed a survey questionnaire as an aid to planning area reports and correspondence management programs. This questionnaire will also document the needs of an area for these programs.

g. Writing Standards:

Completed a paper on "Letter Bodies" and developed a "Watchlist of Words."

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Chief, Reports and Correspondence
Management Section

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Report of the RECORDS CENTER for week ending 6 April 1954

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[REDACTED]

It has been agreed, [REDACTED] that accountability for disposal of telephone directories will be a responsibility of the Telephone Section, Logistics. The Chief of that Section will meet with Center personnel regarding the matter.

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A draft copy of the Reference Aid to Supplemental Distribution Materials was circulated by [REDACTED] FBID for comments and recommendations as to the retention periods for the materials of that office. The copy has now been returned with retention periods indicated. It is felt that this experience has been of mutual benefit, and it is suggested that other draft copies be forwarded to Area Records Officers for similar circulation.

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[REDACTED] G-2, Army was requested to furnish us a statement regarding the volume of JANIS holdings, their location, and file arrangement. After checking with his superior, [REDACTED] reported that this information had already been furnished Colonel [REDACTED]

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Reviewed Staff Study on Center operation with [REDACTED] and submitted comments.

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Considerable difficulty was experienced in scheduling the movement of inactive records into the Center. This again points up the need for a regularly assigned labor and transportation crew for the Records Center.

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Report for Week Ending 7 April 1954
from RECORDS SYSTEMS SECTION

Project 4-79 - Records Management Survey, FBID

✓ Installation of the filing system throughout FBID is continuing. There was little progress made on this project this week because of the absence, on sick leave, of the analyst. Project is approximately 60% complete.

✓ Project 4-80 - Agency-wide Microphotography Survey

No change from previous report.

✓ Project 4-81 - Security Desk Trays

No change from previous report.

✓ Project 4-82 - Handbook for the Subject Classification and Filing of Correspondence Records - [] 25X1

Following discussions with [] Chief, Regulations Control Staff, it was agreed that it would not be necessary to re-circulate the changes made in the manual as a result of reconciling the comments and nonconcurrences originally submitted. We are now working with a member of the Regulations Control Staff in preparing a final draft copy for submittal to the Printing and Reproduction Division. 25X1

✓ Project 4-83 - Vital Materials Deposit Schedules for All Offices

A current review of the Vital Materials schedule for the Security Office resulted in the elimination of one file series, Project M-46, the filming of Security Contracts. It was determined that this micro-filming project was in part a duplication of a more complete Security Contracts file in the Logistics Office.

The Area Records Officer for the Office of Intelligence Coordination has suggested that we defer any further action with respect to the preparation of a Vital Materials deposit schedule for that office because of an imminent transfer of their functions to other offices.

✓ Project 4-84 - Vital Materials Microfilm Projects

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Scheduled filming of Personnel vital materials projects was started this week.
GENERAL INFORMATION:

Following discussions with representatives of OCD, a list was obtained of the series of documents proposed for inclusion in the microfilming plan. A draft memorandum for distribution to all Assistant Directors

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and Office Chiefs, with an attached list of the series of documents, has been prepared for submittal to OCD for concurrence before taking any further action. The information to be obtained from the various offices will reflect whether or not the Library copy of the film is vital to the operation of the respective offices and will provide a basis for limiting the volume of film and indices to be deposited at

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Vital Material deposits for the Office of the Director are made by the supervisor of the Executive Registry but we have been concerned for some time because of the small amount and type of material that is being deposited. Consequently, discussions were held this week

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indicated that there was some possibility that there were documents of a vital nature being deposited in these offices rather than in the Executive Registry with the result that no action is being taken to

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prepare copies for [redacted] Each agreed to consider the matter further and a follow-up will be made within the next few days.

The delivery of 12 map cabinets for use in the Vital Materials Repository was completed on 25 March. This will afford cabinet space for the filing of all previously unfiled maps and allows adequate room for expansion.

Logistics Office has stated that the receipt in CIA of the 24 IBM cabinets, on back order, for use in the Repository, will be between 5 April and 19 April. When received in CIA, priority will be given

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[redacted] accompanied the weekly trip to the Repository. [redacted] installed a current map index card file in the Repository.

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Report for Week Ending 7 April 1954 from
RECORDS DISPOSITION SECTION

- ✓ Project 4-77 - Records Management Survey, Office of Scientific Intelligence

The Analyst assigned to this project now has special clearance necessary to continue the activity.

- ✓ Project 4-78 - Records Management Survey, Office of General Counsel

Report is in process of preparation.

- ✓ Project 4-91 - Review of Records Management Program - Logistics Office

The Logistics' Records Officer continues to be concerned with matters other than records management. This condition makes for a part time operation and inefficient use of our Analyst. For this, reason, another assignment is being developed for our analyst that will allow a greater utilization of abilities.

- ✓ Project 4-92 - Acquisition of Certain Records from the Securities and Exchange Commission

The archivist has approved our request for transfer. Arrangements are being made to physically transfer the subject records from the Federal Record Center to our Records Center.

- ✓ Project 4-97 - Records Disposition Handbook

No activity.

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